

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

This form summarizes the requirements in Order No. 01-182. Each Permittee must complete this form in its entirety, except for those requirements applicable only to the Principal Permittee. Only report activities that were performed during the previous fiscal year. Upon completion, this form shall be submitted to the Principal Permittee, by the date specified by the Principal Permittee, for inclusion in the unified Annual Storm Water Program Report. Attachments should be included where necessary to provide sufficient information on program implementation.

The goals of this Report are to: 1) concisely document implementation of the Storm Water Quality Management Program (SQMP) during the past fiscal year; 2) evaluate program results for continuous improvement; 3) to determine compliance with Order 01-182; and 4) to share this information with other Permittees, municipal decision makers, and the public.

!	YOU MUST FILL OUT ALL THE INFORMATION REQUESTED <i>Do not leave any of the sections blank.</i>
N/A	If the question does not apply to your municipality, please indicate N/A in the space provided and provide a brief explanation
U	If the information requested is currently unavailable, please indicate U in the space provided and give a brief explanation.

This Report Form consists of the following sections:

SECTION	PAGE
I. Program Management	2
II. Receiving Water Limitations	7
III. SQMP Implementation	8
IV. Special Provisions	10
IV.A. Public Information and Participation Program	10
IV.B. Industrial/Commercial Facilities Program	19
IV.C. Development Planning Program	22
IV.D. Development Construction Program	26
IV.E. Public Agency Activities Program	28
IV.F. IC/ID Elimination Program	40
V. Monitoring	45
VI. Assessment of Program Effectiveness	45
VII. Certification	46

Los Angeles County Municipal Storm Water Permit (Order 01-182)

Individual Annual Report Form

Attachment U-4

Reporting Year 2008- 2009

I. Program Management

A. Permittee Name: City of Hidden Hills

B. Permittee Program Supervisor: Cherie L. Paglia

Title: City Manager

Address: 6165 Spring Valley Road

City: Hidden Hills

Zip Code: 91302

Phone: 818-888-9281

Fax: 818-719-0083

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

- C. In the space below, briefly describe how the storm water program is coordinated within your agency's departments and divisions. Include a description of any problems with coordination between departments. To facilitate this, complete the Table 1.

The City Manager has overall responsibility for the implementation and coordination of the City's Storm Water Quality Management Program. She collects and distributes program information, directs City staff and consultant activities, and serves as the City's contact point. The City's Environmental Consultant coordinates the detailed day-to-day program activities, attends meetings, provides training, evaluates Permit (Order 01-182) requirements and coordinates compliance activities, prepares public outreach materials, and prepares reports. The Administrative Department coordinates with the consultant and others to implement outreach and education activities. Additionally, the Administrative Department coordinates the publishing and distribution of some public outreach materials and distributes program correspondence and materials among appropriate departments. The Industrial and Commercial Facilities Control Program does not apply to the City as there are no applicable businesses in the City. The Planning Department reviews development projects and coordinates with the Building and Safety Department for implementation of the development planning and construction programs. Where applicable, Public Agency Activity Program activities are handled through service contracts with other agencies including street sweeping, public area landscape maintenance, and litter & debris pick-up. A portion of these activities are conducted by the City's homeowners' association, the Hidden Hills Community Association (HHCA). The City works closely with the HHCA to ensure that these activities are implemented as required by the Permit. The City handles cleaning and maintenance activities in all City-owned areas including street sweeping of two parking lots and roadways at the three City access gates, landscaping at City Hall, and cleaning and maintenance of the small section of the City-owned storm drain. The County, under contract with the City, provides for all catch basin cleaning throughout the City regardless of ownership. The agreement requires that all catch basins be cleaned at least once annually by the County or the County's contractor. The Building and Safety Department, in conjunction with the County Sheriff and Fire departments, investigates illicit connections and illicit discharges (IC/IDs). The County Sheriff, Fire and Public Works Departments handle spills and releases with coordination and oversight by City personnel. New development projects are reviewed by the Planning Department, and applicable Best Management Practices (BMPs) and SUSMP requirements are required as necessary. Table 1 indicates the number of individuals responsible for the various program requirements.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

TABLE 1 - Program Management

Storm Water Management Activity	Division/Department	# of Individuals Responsible for Implementing
1. Outreach & Education	Administrative	5 (including contract staff)
2. Industrial/Commercial Inspections	N/A	N/A
3. Construction Permits/Inspections	Building & Safety	3 (including contract staff)
4. IC/ID Inspections	Building & Safety	3 (including contract staff)
5. Street sweeping	Public Works/Engineering	3 (including contract staff)
6. Catch Basin Cleaning	Public Works/Engineering	4 (including contract staff)
7. Spill Response	HHCA, City, and LA County Public Works	Varies
8. Development Planning (project/SUSMP review and approval)	Engineering, Building & Safety, Consultant	4 (including contract staff)
9. Trash Collection	City, HHCA, Contract	Varies

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

D. Staff and Training

Attach a summary of staff training over the last fiscal year. This shall include the staff name, department, type of training, and date of training.

See Attachment A.1. Summary of Annual City Staff NPDES Training.

E. Budget Summary

1. Does your municipality have a storm water utility? Yes ☐ No ☒
If no, describe the funding source(s) used to implement the requirements of Order No. 01-182.

Throughout this reporting year (2008-2009), the City's funding for storm water activities required by Order No. 01-182 were provided entirely from the City's General Fund.

2. Are the existing financial resources sufficient to accomplish all required activities? Yes ☒ No ☐

The City currently expects that existing General Fund monies are sufficient in the short term to accomplish existing and required permit programs and activities. However, as the existing and upcoming NPDES MS4 storm water permit requirements increase, the City expects that the current level of general fund diversions may be insufficient and may directly and adversely impact existing and future levels of other City programs and community services including public safety, fire prevention, and other community services.

3. Complete Table 2 to the extent that accurate information is available (indicate U in the spaces where the information is unavailable), and report any supplemental dedicated budgets for the same categories on the lines below the table.
4. List any additional state/federally funded projects related to storm water.

N/A. The City does not currently receive any state, federal or other grant funding or loans for financing storm water permit/waste discharge regulations or requirements.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

TABLE 2

Program Element	Expenditures in Fiscal Year 2008-2009	Estimated Amount Needed to implement Order 01-182 (09-10)
1. Program management		
a. Administrative costs	\$41,820	\$81,606
b. Capital costs	500	-
2. Public Information and Participation		
a. Public Outreach/Education	15,000	3,204
b. Employee Training	7,000	2,500
c. Corporate Outreach	-	500
d. Business Assistance	-	-
3. Industrial/Commercial inspection/ site visit activities	4,000	5,000
4. Development Planning	14,000	4,949
5. Development Construction		
a. Construction inspections	61,500	25,980
6. Public Agency Activities		
a. Maintenance of structural and treatment control BMPs	- -	- 6,469
b. Municipal street sweeping	34,307	35,000
c. Catch basin cleaning	4,000	4,000
d. Trash collection/recycling	6,500	2,000
e. Capital costs	5,000	-
f. Other	5,000	-
7. IC/ID Program		
a. Operations and Maintenance	1,500	1,469
b. Capital Costs	2,500	-
8. Monitoring	5,000	93,992
9. Other	132,356	58,825
10. TOTAL	\$339,983	\$325,495

List any supplemental dedicated budgets for the above categories:

N/A.

List any activities that have been contracted out to consultants/other agencies:

The following activities are contracted to consulting firms or other agencies:

- NPDES Program Management, Administration, Public Outreach and Education, Employee Training, and general program development/coordination;
- Planning, Construction, Building & Safety;
- General and NPDES Legal Authority; and
- Sewer and storm system maintenance (LA County Department of Public Works).

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

II. Receiving Water Limitations (Part 2)

- A. Are you aware, or have you been notified, of any discharges from your MS4 that cause or contribute to a condition of nuisance or to the violation of any applicable water quality standards? Yes ☐ No ☒
- B. Has the Regional Board notified you that discharge from your MS4 are causing or contributing to an exceedance of water quality standards? Yes ☐ No ☒
- C. If you answered yes to either of the above questions, you must attach a Receiving Water Limitations (RWL) Compliance Report. The Report must include the following:
1. A description of the pollutants that are in exceedance and an analysis of possible sources;
 2. A plan to comply with the RWL (Permit, Part 2);
 3. Changes to the SQMP to eliminate water quality exceedances;
 4. Enhanced monitoring to demonstrate compliance; and
 5. Results of implementation.

The City of Hidden Hills ("City") is not aware of any discharges that have contributed to the conditions of nuisance or to the violation of any applicable water quality standards. The City is continuing to implement and develop plans required under the Los Angeles River Metals Total Maximum Daily Load (TMDL) regulations. The City is also working with the City of Calabasas to develop this plan because the lead agency, the City of Los Angeles, has received authorization to prepare its own separate implementation plan. The City has allocated monies to implement a storm water sampling program for both the Los Angeles River and Malibu Creek Watershed discharge locations. A more detailed work and sampling plan will be discussed with Regional Board staff in the upcoming year.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

III. SQMP Implementation (Part 3)

- A. Has your agency implemented the SQMP and any additional controls necessary to reduce the discharges of pollutants in storm water to the maximum extent practicable? Yes ☒ No ☐

- B. If your agency has implemented additional or different controls than described in the countywide SQMP, has your agency developed a local SQMP that reflects the conditions in its jurisdiction and specifies activities being implemented under the appropriate elements described in the countywide SQMP? Yes ☐ No ☒

- C. Describe the status of developing a local SQMP in the box below.

N/A. The City is implementing applicable portions of the Countywide Stormwater Quality Management Plan (SQMP) and is therefore not required to develop and implement a local SQMP.

- D. If applicable, describe an additional BMP, in addition to those in the countywide SQMP that your city has implemented to reduce pollutants in storm water to the maximum extent practicable.

N/A. The City has not identified additional BMPs other than those identified in the Countywide SQMP and/or the NPDES MS4 permit. The City does review optional and new treatment technologies when and where possible.

- E. Watershed Management Committees (WMCs)

1. Which WMC are you in?

The City participates in the Los Angeles River WMC and the Malibu Creek Watershed Management Area (WMA).

2. Who is your designated representative to the WMC?

Mr. Kevin Powers of Charles Abbott Associates, Inc. is the designated City representative for the Los Angeles River WMC and the Malibu Creek WMA.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

3. How many WMC meetings did you participate in last year?

The City participated in all LA River Watershed WMC and Malibu Creek WMA meetings held during the 2008-2009 reporting year including the four mandatory quarterly meetings.

4. Describe specific improvements to your storm water management program as a result of WMC meetings.

The WMC meetings have generally improved the City's stormwater program by helping to keep City staff, management, and other service providers informed of important local, regional, and state developments.

5. Attach any comments or suggestions regarding your WMC.

The City has no comments or suggestions at this time.

F. Storm Water Ordinance

1. Have you adopted a storm water and urban runoff ordinance to enforce all requirements of Order 01-182?

Yes ☒ No ☐

If not, describe the status of adopting such an ordinance. N/A.

2. If yes, have you already submitted a copy of the ordinance to the Regional Board?

Yes ☒ No ☐

If not, please attach a copy to this Report.

These ordinances have been provided in previous reports and have not changed in the last reporting period.

3. Were any amendments made to your storm water ordinance during the last fiscal year?

Yes ☐ No ☒

If yes, attach a copy of amendments to this Report.

N/A.

G. Discharge Prohibitions

1. List any non-storm water discharges you feel should be further regulated:

N/A. The City has not identified additional non-storm water discharges that require additional regulation.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

2. List any non-storm water discharges you feel should be exempt, and provide an explanation for each:

The City has not identified additional sources of discharges that would require exemption from existing regulation.

IV. Special Provisions (Part 4)

A. Public Information and Participation (Part 4.B)

In addition to answering the following questions, attach a summary of all storm water education activities that your agency conducted or participated in last year. See Attachment A.2. Summary of Stormwater Education Activities.

1. No Dumping Message

- a) How many storm drain inlets does your agency own? 1
- b) How many storm drain inlets were marked with a no dumping message in the last fiscal year?

All City owned, publicly accessible inlets are marked with no dumping messages.

- c) What is the total number of storm drain inlets that are legibly marked with a no dumping message? 95
- If this number is less than the number in question 1.b, describe why all inlets have not been marked, the process used to implement this requirement, and the expected completion date.

N/A. During the 2008-09 reporting period, the City owned one (1) storm drain inlet. The HHCA owned 20 inlets, and L. A. County owned the remaining 74 inlets. All inlets are marked with no dumping messages. However, 18 of the 95 storm drain inlets were re-stenciled to improve legibility.

- d) How many public access points to creeks, channels, and other water bodies within your jurisdiction have been posted with no dumping signage in the past year?

There are no identified or designated public access points to creeks, channels, or other water bodies within the City's jurisdiction.

Describe your agency's status of implementing this requirement by the date required in Order No. 01-182.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

See response above.

2. Reporting Hotline

- a) Has your agency established its own hotline for reporting and for general storm water management information?

Yes ☒ No ☐

If so, what is the number?

The City has two numbers for reporting, one for general information:

1) City Hall: (818) 888-9281, for reporting IC/IDs and requesting general information during normal business hours; and

2) L.A. County Sheriff: 911, for reporting IC/IDs at any time.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

- b) Is this information listed in the government pages of the telephone book? Yes ☒ No ☐
- c) If no, is your agency coordinated with the countywide hotline? Yes ☒ No ☐
- d) Do you keep record of the number of calls received and how they were responded to? Yes ☒ No ☐
- e) How many calls were received in the last fiscal year? 3
- f) Describe the process used to respond to hotline calls.

During normal business hours, calls are typically received at City Hall. General information calls requiring technical expertise are referred to appropriate staff. If the caller is reporting a suspected IC/ID incident, City staff has IC/ID reporting forms modeled after the Countywide IC/ID Model Program. This form provides the available information regarding the incident. The City's Building Inspector or City Engineer is immediately dispatched to the scene while other City staff contact designated agencies as warranted. These may include the HHCA, L.A. County Department of Public Works, Fire Department or Sheriff's Department. Based on initial on-scene assessments, the City's representative will then initiate storm drain protection activities or contact other agencies as needed to assist in the investigation and response. During non-business hours, calls are received by the L.A. County Sheriff's Department. The Sheriff responds to the scene, assesses the incident, and calls in assisting agencies as appropriate (e.g., County Fire Department, or HAZMAT Unit). The Sheriff and Fire Departments maintain records of all incidents and responses. All first responders have been directed to take any reasonable necessary action to prevent discharges to the storm drain by means of containment, diversion of IC/ID flows away from storm drain inlets, or other appropriate action.

- g) Have you provided the Principal Permittee with your current reporting contact information? Yes ☒ No ☐
- h) Have you compiled a list of the general public reporting contacts for all Permittees and posted it on the www.888CleanLA.com web site (*Principal Permittee only*)? Yes ☐ No ☒
- If not, when is this scheduled to occur?
N/A.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

3. Outreach and Education

- a) Describe the strategy developed to provide outreach and bilingual materials to target ethnic communities. Include an explanation of why each community was chosen as a target, how program effectiveness will be determined, and status of implementation.
(Principal Permittee only)

N/A.

- b) Did the Principal Permittee organize quarterly Public Outreach Strategy meetings that you were aware of? Yes ☒ No ☐

How many Public Outreach Strategy meetings did your agency participate in last year?

The City attended all Public Outreach Strategy Meetings held by the Principal Permittee during the reporting period.

Explain why your agency did not attend any or all of the organized meetings.

N/A.

Identify specific improvements to your storm water education program as a result of these meetings:

Through the quarterly meetings, the County provided information and materials that assisted the City in improving a number of storm water education program activities, including: provided information on how City's funds in support of the County Media Campaign are being spent; increased staff awareness of outreach materials and services available for City use and facilitated the City's use of that assistance; advanced existing relationships between City and County staff; provided opportunity for City staff and County staff to update City records on school education program implementation in Hidden Hills; City staff reviewed County website and worked with County staff to further identify website resources; and provided a forum for clarification of Regional Board expectations for City programs.

List suggestions to increase the usefulness of quarterly meetings:

N/A.

If quarterly Public Outreach Strategy meetings were not organized, explain why not and when this requirement will be implemented *(Principal Permittee only)*.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

N/A.

- c) Approximately how many impressions were made last year on the general public about storm water quality via print, local TV, local radio, or other media?

N/A.

- d) Describe efforts your agency made to educate local schools on storm water pollution.

N/A.

- e) Did you provide all schools within each school district in Los Angeles County with materials necessary to educate a minimum of 50 percent of all school children (K-12) every 2 years on storm water pollution (*Principal Permittee only*)? Yes ☐ No ☒
If not, explain why.

N/A.

- f) Describe the strategy developed to measure the effectiveness of in-school educational programs, including assessing students' knowledge of storm water pollution problems and solutions before and after educational efforts (*Principal Permittee only*).

N/A.

For Permit Years 2-5, attach an assessment of the effectiveness of in-school storm water education programs.

N/A.

- g) What is the behavioral change target that was developed based on sociological data and other studies (*Principal Permittee only*)?

N/A.

If no target has been developed, explain why and describe the status of developing a target.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

N/A.

What is the status of meeting the target by the end of Year 5?

N/A.

4. Pollutant-Specific Outreach

- a) Attach a description of each watershed-specific outreach program that your agency developed (*Principal Permittee only*). All pollutants listed in Table 1 (Section B.1.d.) must be included.

N/A.

- b) Did your agency cooperate with the Principal Permittee to develop specific outreach programs to target pollutants in your area?

Yes ☒ No ☐

- c) Did your agency help distribute pollutant-specific materials in your city?

Yes ☒ No ☐

- d) Describe how your agency has made outreach material available to the general public, schools, community groups, contractors and developers, etc...

The City makes stormwater outreach and guidance materials available to contractors and developers via the City Hall public counter, in the City newsletter, and cable access channel as part of the project development process. The City provides residential, landscape, pet owner, and other stormwater education materials at the City Hall public information counter. The City also provides stormwater support and information to the HHCA.

5. Businesses Program

- a) Briefly describe the Corporate Outreach Program that has been developed to target gas stations and restaurant chains (*Principal Permittee only*).

N/A.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

- b) How many corporate managers did your agency (*Principal Permittee only*) reach last year?

N/A.

- c) What is the total number of corporations to be reached through this program (*Principal Permittee only*)?

N/A.

- d) Is your agency meeting the requirement of reaching all gas station and restaurant corporations once every two years (*Principal Permittee only*)?

Yes ☐ No ☒

If not, describe measures that will be taken to fully implement this requirement.

N/A.

- e) Has your agency developed and/or implemented a Business Assistance Program? Yes ☐ No ☒

If so, briefly describe your agency's program, including the number of businesses assisted, the type of assistance, and an assessment of the program's effectiveness.

N/A.

6. Did you encourage local radio stations and newspapers to use public service announcements? Yes ☒ No ☐

How many media outlets were contacted? Which newspapers or radio stations ran them?

In addition to the Countywide Media Campaign outlets, the City utilized its City newsletter.

Who was the audience?

The City's targeted audience was City residents.

7. Did you supplement the County's media purchase by funding additional media buys? Yes ☒ No ☐

Estimated dollar value/in-kind contribution:

\$ 500/year

Type of media purchased:

Outdoor, radio, print, and television media

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

Frequency of the buys:

The frequency varied by media type and time period. Refer to County campaign description.

Did another agency help with the purchase?

Yes ☒ No ☐

8. Did you work with local business, the County, or other Permittees to place non-traditional advertising?

Yes ☒ No ☐

If so, describe the type of advertising.

There are currently no businesses operating within the City's jurisdiction which would allow development of such programs.

9. Did you establish local community partnerships to distribute educational storm water pollution prevention material?

Yes ☒ No ☐

Describe the materials that were distributed:

The City provided copies of the PSAs and other program outreach materials to the HHCA for their reproduction and distribution. Materials are provided during annual program refresher training, which is regularly attended by the HHCA staff. Approximately 150 reusable bags and other outreach materials were distributed at the City's 2008 Fiesta.

Who were the key partners? HHCA

Who was the audience (businesses, schools, etc.)?

City residents.

10. Did you participate in or publicize workshops or community events to discuss storm water pollution?

Yes ☒ No ☐

How many events did you attend? 1

11. Does your agency have a website that provides storm water pollution prevention information?

Yes ☐ No ☒

If so, what is the address?

12. Has awareness increased in your community regarding storm water pollution?

Yes ☒ No ☐

Do you feel that behaviors have changed?

Yes ☒ No ☐

Explain the basis for your answers. Include a description of any evaluation methods that are used to determine the effectiveness of your agency's outreach.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

The City believes that over the last few years there has been an increasing public awareness as well as behavioral changes in our community in regards to storm water pollution. For example, construction contractors understand the importance of applying construction site BMPs early in the process to avoid project shut-downs.

13. How would you modify the storm water public education program to improve it on the City or County level?

The City has no additional suggestions at this time.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form

Attachment U-4

B. Industrial/Commercial Facilities Program

1. Critical Source Inventory Database

Did you (individually or jointly) update the Database for Critical Sources Inventory?

Yes ☐ No ☒

Comments/Explanation/Conclusion:

N/A. This section is not applicable to the City of Hidden Hills. There are no businesses in the City that are subject to this program.

2. Inspection Program

Provide the reporting data as suggested in the following tables.

Category	Initial Number of Facilities at the start of cycle proposed for inspection by categories (after the initial year, the updated number based on the new data)	Number of facilities inspected in the current reporting year	% Completed at the time of this report for present cycle (from the initial value, and from the updated value after first cycle)	Total number since permit adoption
Landfills	N/A.	N/A.	N/A.	N/A.
TSDf	N/A.	N/A.	N/A.	N/A.
...	N/A.	N/A.	N/A.	N/A.

Comments/Explanation/Conclusion:

See response to Question 1 above.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form

Attachment U-4

3. BMPs Implementation

Provide the reporting data as suggested in the following table.

Category	Number of facilities inspected by category in this reporting year	Number of facilities identified as adequately implementing BMPs as specified in this reporting year	% adequately implementing out of total in this reporting year	Number of facilities required to implement or upgrade in this reporting year	Number of facilities inspected by category in this reporting cycle	Number of facilities identified as adequately implementing BMPs as specified in this reporting cycle	% adequately implementing out of total in this reporting cycle	Number of facilities required to implement or upgrade in this reporting cycle	Total Number during this permit adequately implementing	Total Number during this permit required to implement or upgrade
Landfills	N/A.	N/A.	N/A.	N/A.	N/A.	N/A.	N/A.	N/A.	N/A.	N/A.
...	N/A.	N/A.	N/A.	N/A.	N/A.	N/A.	N/A.	N/A.	N/A.	N/A.

Comments/Explanation/Conclusion:

N/A. See response to Question 1 above

4. Enforcement Activities

Provide the reporting data as suggested in the following tables.

Enforcement Actions by categories (e.g. Warning letter, NOV, referral to D.A., etc.)	Number of facilities issued enforcement actions in the current reporting year	Number of facilities issued enforcement actions in the current reporting cycle	Number of facilities (re)inspected due to enforcement actions in current reporting year	Number of facilities (re)inspected due to enforcement actions in current reporting cycle	Number of facilities brought into compliance in the current reporting year	Number of facilities brought into compliance in current reporting cycle	Total number of enforcement actions since permit adoption (by category)
N/A.	N/A.	N/A.	N/A.	N/A.	N/A.	N/A.	N/A.
N/A.	N/A.	N/A.	N/A.	N/A.	N/A.	N/A.	N/A.

Facilities by category	Number of Warning letters	Number of NOVs	Number of Referral	Number of Other
N/A.	N/A.	N/A.	N/A.	N/A.

Comments/Explanation/Conclusion:

N/A

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form

Attachment U-4

5. Program Implementation Effectiveness Assessment

Please give a brief assessment of the implementation of the program in removing pollutants from the storm water discharges. Please provide an explanation. Suggested improvements or adjustments based on the knowledge gained through this reporting period activities must be reflected in a change in the SQMP, if warranted.

Highly Effective ☒

Somewhat Effective ☐

Non-effective ☐

Comments/Explanation/Conclusion:

N/A.

6. You must also submit a quarterly electronic submittal of your Industrial/Commercial Facilities Program activities.

N/A. See Response to question Number 1 above.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

C. Development Planning Program (Part 4.D)

1. Does your agency have a process to minimize impacts from storm water and urban runoff on the biological integrity of natural drainage systems and water bodies in accordance with requirements under CEQA, Section 404 of the CWA, local ordinances, and other legal authorities? Yes ☒ No ☐

Attach examples showing how storm water quality impacts were addressed in environmental documents for projects over the past year.

There was one project under development in the City during the 2008-2009 reporting period; this project has not yet been finalized.

2. Does your agency have procedures to include the following requirements in all priority development and redevelopment projects:
- a) Maximize the percentage of permeable surfaces to allow more percolation of storm water into the ground? Yes ☒ No ☐
 - b) Minimize the quantity of storm water directed to impermeable surfaces and the MS4? Yes ☒ No ☐
 - c) Minimize pollution emanating from parking lots through the use of appropriate treatment control BMPs and good housekeeping practices? Yes ☒ No ☐
 - d) Provide for appropriate permanent measures to reduce storm water pollutant loads from the development site? Yes ☒ No ☐

3. List the types and numbers of BMPs that your agency required for priority projects to meet the requirements described above.

The City typically requires the following examples of erosion control BMPs for priority projects:

- 1. Scheduling considerations to prevent soil exposure during rainy season;
- 2. Preservation of Existing Vegetation;
- 3. Protect exposed soil from erosion through Hydroseeding and soil binders;
- 4. Geotextiles and Mats; and/or
- 5. Earth Dikes and Drainage Swales.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

The City also required installation of the following temporary sediment control BMPs:

1. Silt Fences;
2. Sediment Basin and Sediment Trap;
3. Barriers (Check Dams) to reduce the velocity of flowing water, allow sediment to settle and reduce erosion;
4. Sandbag Barrier; and/or
6. Street Sweeping and Vacuuming.

4. Describe the status of the development or implementation of peak flow controls in Natural Drainage Systems.

N/A. There are no Natural Drainage Systems in the City of Hidden Hills requiring implementation of peak flow controls.

5. Has your agency amended codes and/or ordinances to give legal effect to the SUSMP changes required in the Permit? Yes ☒ No ☐

6. Describe the process your agency uses to include SUSMP design standards in new development and redevelopment project approvals.

All Planning Priority Projects are reviewed by City staff to determine whether the proposed project meets the stated permit conditions and would require implementation of a SUSMP. If required, a condition is placed on the approval of the project requiring the applicant to submit a SUSMP for review by the City Engineer. Elements of the approved SUSMP shall be required to be incorporated into the project plans permitted by the Building Department, prior to issuance of construction or grading permits.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

7. How many of each of the following projects did your agency review and condition to meet SUSMP requirements last year?

- | | |
|---|---|
| a) Residential | 2 |
| b) Commercial | 0 |
| c) Industrial | 0 |
| d) Automotive Service Facilities | 0 |
| e) Retail Gasoline Outlets | 0 |
| f) Restaurants | 0 |
| g) Parking Lots | 0 |
| h) Projects located in or directly adjacent to or discharging directly to an environmentally sensitive area | 0 |
| i) Total number of permits issued to priority projects | 2 |

8. What is the percentage of total development projects that were conditioned to meet SUSMP requirements? 100%

9. How has your agency prepared to reduce the SUSMP threshold for industrial/commercial facilities to 1 acre from 100,000 square feet in 2003?

N/A. The City of Hidden Hills is a residential community and has no industrial or commercial facilities. Nevertheless, City staff receives annual training of the requirements for this program through its annual training sessions.

10. After 2003, how many additional projects per year will require/did require implementation of SUSMP requirements as a result of the lower threshold? N/A.

11. Does your agency participate in an approved regional or sub-regional storm water mitigation program to substitute in part or wholly SUSMP requirements for new development? Yes ☐ No ☒

12. Has your agency modified its planning procedures for preparing and reviewing CEQA documents to consider potential storm water quality impacts and provide for appropriate mitigation? Yes ☒ No ☐

If no, provide an explanation and an expected date of completion.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

N/A.

13. Did your agency update any of the following General Plan elements in the past year?

- a) Land Use Yes ☐ No ☒
b) Housing Yes ☐ No ☒
c) Conservation Yes ☐ No ☒
d) Open Space Yes ☐ No ☒

If yes, please describe how watershed and storm water quality and quantity management considerations were included.

N/A.

14. How many targeted staff were trained last year? 4
15. How many targeted staff are trained annually? 4
16. What percentage of total staff are trained annually? 100%
17. Has your agency developed and made available development planning guidelines? Yes ☒ No ☐
18. If no, what is the expected date that guidelines will be developed and available to developers? N/A.
19. What is the status of completion of the technical manual for siting and design of BMPs for the development community?

The City has developed a technical manual to assist the development community in siting and the design of BMPs.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

D. Development Construction Program

1. Describe your agency's program to control runoff from construction activity at all construction sites within its jurisdiction.

Storm water pollution prevention outreach materials are made available at the public counter. Erosion control plans are required for all grading permits and building permits. All projects are subject to regular inspections to ensure compliance with the approved erosion control plans. Inspections also cover other program concerns, such as proper materials and waste management. Contractors and developers are advised of any observed deficiencies and required to take immediate corrective action to avoid a stop work order.

2. Does your agency require the preparation, submittal, and implementation of a Local Storm Water Pollution Prevention Plan (Local SWPPP) prior to the issuance of a grading permit for all sites that meet one or all of the following criteria?

- a) Will result in soil disturbance of one acre or greater Yes ☒ No ☐
- b) Is within, directly adjacent to, or is discharging directly to an environmentally sensitive area Yes ☒ No ☐
- c) Is located in a hillside area Yes ☒ No ☐

As of 3/10/03, City procedures require a Local SWPPP that is at least as inclusive in controls and BMPs as the State SWPPP, as provided for in Order No. 01-182. All projects that meet the aforementioned requirements (2a-2c) will require the submittal of a Local SWPPP, prior to the issuance of a grading permit or other authorization to proceed.

3. Attach one example of a local SWPPP –
See Attachment A.5.
4. Describe the process your agency uses to require proof of filing a Notice of Intent for coverage under the State General Construction Activity Storm Water permit and a certification that a SWPPP has been prepared prior to issuing a grading permit?

As required under the Permit (Order No. 01-182) and SQMP, City procedures require that, prior to City issuance of a grading permit for projects over 1 acre, the developer is required to provide: (1) a copy of the letter from the State Water Resources Control Board that provides the WDID number for the project, and (2) a signed certification stating that a project SWPPP has been prepared that meets State SWPPP requirements. The City then verifies that the WDID number has been accepted by the State and is valid.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

- | | | |
|----|---|-----|
| 5. | How many building/grading permits were issued to sites requiring Local SWPPPs last year? | 2 |
| 6. | How many building/grading permits were issued to sites requiring coverage under the General Construction Activities Storm Water Permit last year? | 1 |
| 7. | How many building/grading permits were issued to construction sites less than one acre in size last year? | 119 |
| 8. | How many construction sites were inspected during the last wet season? | 90 |
| 9. | Complete the table below. | |

Type of Violation	# of Violations	% of Total Inspections	# of Follow-up Inspections	# of Enforcement Actions
Off-site discharge of sediment	0	0	0	0
Off-site discharge of other pollutants	0	0	0	0
No or inadequate SWPPP	0	0	0	0
Inadequate BMP/SWPPP implementation	0	0	0	0

10. Describe the process for taking enforcement actions against construction site violations, including the types of actions that are taken.

In the 2008-2009 reporting year, the City instituted a new policy of conducting weekly visual inspections of all active grading projects. The City continues to utilize this method. Inspections are conducted in response to any observed and/or reported construction site deficiencies or violations. The City Code Enforcement Officer, typically the Building Inspector, issues correction notices. Failure to complete the required corrections will result in the site being shut down until required corrections are made. Criminal citations authorized by the City's Municipal Code may be issued to observable violations where a written warning and corrective activities have not occurred.

11. Describe the system that your agency uses to track the issuance of grading permits.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

Grading permits are issued by the City's Building Department and are then tracked with the use of a computer program primarily used by the City's Building Inspector.

E. Public Agency Activities (Part 4.F)

1. Sewage System Maintenance, Overflow, and Spill Prevention
(only applicable to agencies that own and/or operate a sanitary sewer system)

- a) Has your agency developed and implemented a response plan for sanitary sewer overflows that includes the requirements in Order 01-182? Yes ☒ No ☐
- b) How many sanitary sewer overflows occurred within your jurisdiction? 0
- c) How many did your agency respond to? 0
- d) Did your agency investigate all complaints received? Yes ☒ No ☐
- e) How many complaints were received? 0
- f) Upon notification, did your agency immediately respond to overflows by containment? Yes ☒ No ☐
- g) Did your agency notify appropriate sewer and public health agencies when a sewer overflowed to the MS4? Yes ☒ No ☐
- h) Did your agency implement a program to prevent sewage spills or leaks from sewage facilities from entering the MS4? Yes ☒ No ☐
- If so, describe the program:

Los Angeles County Municipal Storm Water Permit (Order 01-182)**Individual Annual Report Form****Attachment U-4**

The procedure for spill reporting starts with the event being reported to the City, the LA County Department of Public Works, or the Sheriff's Department. Where the City is the first to become aware of a complaint, City staff responds to the scene, evaluates the incident, takes action to prevent discharges to storm drains, and calls any additional support as needed. In most cases the L.A. County DPW will receive the initial complaint. The County then investigates the complaint and will repair any system problem and return escaped sewage to the system.

- i) Did your agency implement a program to identify, repair, and remediate sanitary sewer blockages, exfiltration, overflow, and wet weather overflows from sanitary sewers to the MS4? Yes ☒ No ☐

If so, describe the program:

The City has enrolled in and begun preparation of the State mandated Sewer System Management Plan required by State Water Quality Control Board, Order No. 2006-0003-DWQ The final SSMP will be submitted on August 1, 2010.

2. Public Construction Activities Management

- a) What percentage of public construction sites 5 acres or greater in size did your agency obtain coverage under the State of California General Construction Activities Storm Water Discharge Permit? 0 %
- b) Give an explanation for any sites greater than 5 acres that were not covered:

N/A. During the 2008-2009 reporting period, there were no public construction sites that were 5 acres or greater in size.

- c) What is the total number of active public construction sites? 0
- How many were 5 acres or greater in size? 0

Los Angeles County Municipal Storm Water Permit (Order 01-182)**Individual Annual Report Form****Attachment U-4**

- d) (After March, 2003) Did your agency obtain coverage under the State of California General Construction Activities Storm Water Discharge Permit coverage for public construction sites for sites one acre or greater?

Yes ☒ No ☐

N/A. During the reporting period, there were no public construction sites requiring coverage under the State's General Permitting System, that is there were no City-owned construction projects resulting in a soil disturbance area of 1-acre or greater.

3. Vehicle Maintenance/Material Storage Facilities/Corporation Yards Management

- a) Did your agency implement pollution prevention plans for each public vehicle maintenance facility, material storage facility, and corporation yard?

Yes ☒ No ☐

N/A. The City has no public (city-owned) vehicle maintenance, material storage, or corporation yard facilities.

- b) Briefly describe how your agency implements the following, and any additional, BMPs to minimize pollutant discharges in storm water:

- (1) Good housekeeping practices
- (2) Material storage control
- (3) Vehicle leaks and spill control
- (4) Illicit discharge control

N/A. There is no City-owned vehicle maintenance, material storage, or corporation yard facilities.

- c) Are all Permittee owned and/or operated vehicle/equipment wash areas self-contained, covered, equipped with a clarifier, and properly connected to the sanitary sewer?

Yes ☐ No ☒

If not, what is the status of implementing this requirement?

Los Angeles County Municipal Storm Water Permit (Order 01-182)**Individual Annual Report Form****Attachment U-4**

N/A. This does not apply to the City because there are no City-owned and/or operated vehicle/equipment wash area facilities.

- d) How many Permittee owned and/or operated vehicle/equipment wash areas are scheduled to be redeveloped to include the BMPs listed above?

N/A.

4. Landscape and Recreational Facilities Management

- a) Has your agency developed a standardized protocol for the routine and non-routine application of pesticides, herbicides (including pre-emergents), and fertilizers?

Yes ☒ No ☐

Briefly describe this protocol:

The City follows protocol as established under the Countywide SQMP. All pesticides/herbicides and fertilizers are applied only by a licensed/certified applicator, and in a manner so as to preclude their discharge to the storm drain system (e.g., application before and during storm events is avoided). The City owns very limited landscaped areas and some recreational areas. All recreational areas in the City, regardless of ownership, are maintained by the HHCA.

- b) How does your agency ensure that there is no application of pesticides or fertilizers immediately before, during, or immediately after a rain event or when water is flowing off the area to be applied?

The City's landscape contractor and the HHCA staff have been made aware of this protocol for pesticides and fertilizers.

- c) Are any banned pesticides, herbicides, fungicides, or rodenticides stored or applied in your agency's jurisdiction that you know of?

Yes ☐ No ☒

If so, list them:

N/A. No such materials are stored or applied.

Los Angeles County Municipal Storm Water Permit (Order 01-182)**Individual Annual Report Form****Attachment U-4**

- d) What percentages of your agency's staff that apply pesticides are certified by the California Department of Food and Agriculture, or are under the direct supervision of a certified pesticide applicator? N/A.
- e) Describe procedures your agency has implemented to encourage retention and planting of native vegetation and to reduce water, fertilizer, and pesticide needs:

The City manages a small xeriscape demonstration project known as the Water Wise Demonstration Garden. This is a demonstration project for drought-tolerant landscaping. No potential storm water pollution concerns have been identified for this facility. The project uses a drip irrigation system; therefore, there is no runoff and water is used in a conservative and efficient manner.

5. Storm Drain Operation and Management

- a) Did your agency designate catch basin inlets within its jurisdiction as Priority A; Priority B; and Priority C? Yes ☒ No ☐
- b) How many of each designation exist in your jurisdiction?
- | | |
|-------------|---|
| Priority A: | 0 |
| Priority B: | 0 |
| Priority C: | 1 |

Only one (1) catch basin is owned by the City and under the City's jurisdiction. A total of 20 catch basins have been identified as owned by the HHCA, and the remaining 74 catch basins are owned and maintained by the County. Presently, all 95 catch basins are designated as Priority C and are cleaned at least once per year during summer by the County's contractor.

Los Angeles County Municipal Storm Water Permit (Order 01-182)**Individual Annual Report Form****Attachment U-4**

- c) Is your city subject to a trash TMDL? Yes ☒ No ☐
- d) If yes, describe the activities and/or implementation measures that your agency conducted pursuant to the TMDL and any other trash reduction efforts that occurred.

For the LA River Trash TMDL, the City has conducted three (3) generation rate studies. Based on the most recent TMDL MS4 schedule of compliance, the City is within year 4-5 compliance ranges. The City submitted its monitoring and implementation plan on December 15, 2008 to the Regional Board for review. The City is also working with other Malibu Creek area cities in developing a Trash Management and Reporting Plan (TMRP) and assessment method for the Malibu Creek Trash TMDL.

Los Angeles County Municipal Storm Water Permit (Order 01-182)**Individual Annual Report Form****Attachment U-4**

- e) How many times were all Priority A basins cleaned last year? N/A
- f) How many times were all Priority B basins cleaned last year? N/A
- g) How many times were all Priority C basins cleaned last year? 1
- h) How much total waste was collected in tons from catch basin clean-outs last year?
- [Mostly leaves and grass clippings very little trash, 2008-2009 Trash Collection Catch Basins Data] 0.95 tons
- i) Attach a record of all catch basins in your jurisdiction. This shall identify each basin as City or County owned, and Priority A, B, or C. For all basins that are owned and operated by your agency, include dates that each was cleaned out over the past year.
- The 2008-2009 catch basin cleaning record is as follows:
- During the 2008-2009 reporting year, all catch basins in the City were categorized as Priority C, regardless of ownership.
 - There are 95 catch basins located within the City of Hidden Hills with ownership summarized as follows:
 - City-owned catch basins: 1
 - HHCA owned catch basins: 20
 - County-owned catch basins: 74
 - All 95 catch basins in the City are cleaned out annually during the dry season under a County contract.
- j) Did your agency place and maintain trash receptacles at all transit stops within its jurisdiction. N/A no transit stops Yes ☐ No ☒
- k) How many new trash receptacles were installed last year?
- N/A. There are no transit stops within the City's jurisdiction.

Los Angeles County Municipal Storm Water Permit (Order 01-182)**Individual Annual Report Form****Attachment U-4**

- l) Did your agency place special conditions for events that generated substantial quantities of trash and litter including provisions that:
- (1) Provide for the proper management of trash and litter generated from the event? Yes ☒ No ☐
- (2) Arrange for temporary screens to be placed on catch basins? Yes ☐ No ☒
- (3) Or for catch basins in that area to be cleaned out subsequent to the event and prior to any rain? Yes ☐ No ☒
- m) Did your agency inspect the legibility of the catch basin stencil or labels? Yes ☒ No ☐
What percentage of stencils were legible? 81%
- n) Were illegible stencils recorded and re-stenciled or re-labeled within 180 days of inspection? Yes ☒ No ☐
- o) Did your agency visually monitor Permittee-owned open channel storm drains and other drainage structures for debris at least annually and identify and prioritize problem areas of illicit discharge for regular inspection? Yes ☒ No ☐
Is the prioritization attached? Yes ☐ No ☒
N/A. A prioritization attachment is not applicable as the City owns only one (1) drainage structure, and the structure has been identified as generating only low volumes of trash and debris (i.e., Priority C). The single City-owned structure is a 300-foot long box drain for which the City contracts with the County for annual cleaning. The City conducts visual monitoring during reporting years.
- p) Did your agency review its maintenance activities to assure that appropriate storm water BMPs are being utilized to protect water quality? Yes ☐ No ☒
What changes have been made?

Los Angeles County Municipal Storm Water Permit (Order 01-182)**Individual Annual Report Form****Attachment U-4**

N/A. The City currently does not conduct general City maintenance activities.

- q) Did your agency remove trash and debris from open channel storm drains a minimum of once per year before the storm season? Yes ☐ No ☒

N/A. No open channel storm drains are owned by the City.

- r) How did your agency minimize the discharge of contaminants during MS4 maintenance and clean outs?

N/A. The storm drain system is primarily owned and maintained by the County. The City, HHCA, and County staff and contractors remove any materials collected (typically vegetation, possibly with small amounts of trash and debris) and properly dispose of them at an approved landfill.

- s) Where is removed material disposed of?

All removed material is disposed of at an appropriate and approved sanitary landfill.

6. Streets and Roads Maintenance

- a) Did your agency designate streets and/or street segments within its jurisdiction as one of the following:

- (1) Priority A – streets and/or street segments that are designated as consistently generating the highest volumes of trash and/or litter? Yes ☐ No ☒

- (2) Priority B - streets and/or street segments that are designated as consistently generating moderate volumes of trash and/or litter? Yes ☐ No ☒

- (3) Priority C – streets and/or street segments that are designated as generating low volumes of trash and/or litter? Yes ☒ No ☐

Los Angeles County Municipal Storm Water Permit (Order 01-182)**Individual Annual Report Form****Attachment U-4**

b) Did your agency perform all street sweeping in compliance with the permit and according to the following schedule:

(1) Priority A – These streets and/or street segments shall be swept at least two times per month? Yes ☐ No ☒

(2) Priority B - Each Permittee shall ensure that each streets and/or street segments is cleaned at least once per month? Yes ☐ No ☒

(3) Priority C – These streets and/or street segments shall be cleaned as necessary but in no case less than once per year? Yes ☒ No ☐

All major streets are swept weekly with other streets swept monthly. Streets are swept by contractors hired by the HHCA and the City.

Los Angeles County Municipal Storm Water Permit (Order 01-182)**Individual Annual Report Form****Attachment U-4**

- c) Did your agency require that saw cutting wastes be recovered and disposed of properly and that in no case shall waste be left on a roadway or allowed to enter the storm drain? Yes ☒ No ☐
- d) Did your agency require that concrete and other street and road maintenance materials and wastes be managed to prevent pollutant discharges? Yes ☒ No ☐
- e) Did your agency require that the washout of concrete trucks and chutes only occur in designated areas and never into storm drains, open ditches, streets, or catch basins leading to the storm drain system? Yes ☒ No ☐
- f) Did your agency train its employees in targeted positions (whose interactions, jobs, and activities affect storm water quality) regarding the requirements of the storm water management program to:
- (1) Promote a clear understanding of the potential for maintenance activities to pollute storm water? and Yes ☒ No ☐
- (2) Identify and select appropriate BMPs? Yes ☒ No ☐
7. Parking Facilities Management
- a) Did your agency ensure that Permittee-owned parking lots be kept clear of debris and excessive oil buildup and cleaned no less than 2 times per month and/or inspected no less than 2 times per month to determine if cleaning is necessary. Yes ☒ No ☐
- b) Were any Permittee-owned parking lots cleaned less than once a month? Yes ☐ No ☒
How many? N/A.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

8. Public Industrial Activities Management

- a) Did your agency, for all municipal activity considered an industrial activity under USEPA Phase I storm water regulations, obtain separate coverage under the State of California General Industrial Activities Storm Water Discharge Permit no later than December 31, 2001?

Yes ☐ No ☒

N/A. There are no City facilities or projects that are subject to the State of California General Industrial Activities Storm Water Discharge Permit.

- b) Does your agency serve a population of less than 100,000 people?

Yes ☒ No ☐

9. Emergency Procedures

- a) In case of real emergencies, did your agency repair essential public services and infrastructure in a manner to minimize environmental damage?

Yes ☒ No ☐

- b) Were BMPs implemented to the extent that measures did not compromise public health and safety?

Yes ☒ No ☐

N/A. During the reporting period, there were no such emergencies within the City. However, appropriate City staff and contract agencies (e.g., Sheriff and Fire depts.) have been trained in this regard and are prepared to take appropriate action.

10. Feasibility Study

- a) Did your agency cooperate with the County Sanitation Districts of Los Angeles County to prepare a study which investigates the possible diversion of dry weather flows or the use of alternative treatment control BMPs?

Yes ☒ No ☐

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

- b) Did your agency review its individual prioritized list and create a watershed based priority list of drains for potential diversion and submit a listing of priority diversions to the Regional Board Executive Officer?

Yes ☒ No ☐

F. Illicit Connections and Illicit Discharges (IC/ID) Elimination Program (Part 4.G)

1. Attach a copy of your agency's IC/ID Elimination Implementation Program (Part 4.G.1.a.).

The City has adopted and implemented the Countywide Model Program for Illicit Connection and Illicit Discharge Elimination. The City's program manual (title page and table of contents attached) is intended to further develop City-specific procedures for implementing the Model Program. Revisions to the City's program are implemented through a simple process summarized as follows: review new program requirements, prepare updated training materials and record keeping forms as needed, train City staff and provide updated materials, and implement new requirements. See Attachment A.3. IC/ID Elimination Implementation Program.

2. Attach a map of your storm drain system showing all permitted connections (if available), and the locations of all illicit connections and discharges that occurred last year (Part 4.G.1.b). If your agency has not completed this requirement, describe the status of the development of a baseline map, including an expected completion date.

N/A. The City owns only one minor portion of the storm drain system located within its boundaries: a 300' long, 2' x 4' box drain for the Round Meadow School parking lot. There were no permitted connections to this drain during the reporting year. There were no illicit connections or discharges (IC/IDs) identified for this City-owned drain that occurred last year. With regard to the Permit requirement for each Permittee to submit IC/ID mapping data to the County for the County's annual evaluation (Part 4.G.1.b of the Permit indicated above), the City submitted applicable data to the County as requested. All IC/ID data in that submittal was applicable to County-owned storm drain facilities located within the City boundaries. The applicable information for the report is attached as Attachment A.4. (IC/ID Map)

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

3. Describe your enforcement procedures for eliminating illicit discharges and terminating illicit connections.

The City has adopted the Countywide SQMP and follows the procedures specified therein. The following is a brief summary of those procedures:

1. Identify source and location of discharge.
2. Immediately order the illicit discharge/connection to stop.
3. Clean up of discharge is ordered immediately. Responsible party is ordered to make arrangements for clean up. If unable to, or the responsible party is not identified, the City's contractor or contract agency (Fire Dept.) is contacted for emergency abatement of discharge.
4. Follow up with appropriate action is based on actions of responsible party. If a discharge is discontinued, the case is closed. If violation continues, a program of escalating enforcement is then placed in motion.

4. Describe your record keeping system to document all illicit connections and discharges.

City staff and City contract agencies (Sheriff and Fire Depts.) maintain hard copy and electronic files on IC/ID incidents and incident responses. The City records incidents on record keeping forms modified from those provided in the Countywide SQMP Model Program. IC/ID data is summarized annually for submittal to the County under the Permit's IC/ID mapping requirements.

5. What is the total length of open channel that your agency owns and operates? N/A.
6. What length was screened last year for illicit connections? N/A.
7. What is the total length of closed storm drain that your agency owns and operates? 300 ft.
8. What length was screened last year for illicit connections? 300 ft.
9. Describe the method used to screen your storm drains.

The only portion of storm drains that requires screening and maintained or under the control of the City is a 300-foot length of the City-owned box drain and catch basin located on Round Meadow Road. The box drain was visually screened to identify illicit connections at this storm drain for connections greater than 36" in size or greater.

Los Angeles County Municipal Storm Water Permit (Order 01-182)**Individual Annual Report Form****Attachment U-4**

10. Provide the reporting data for illicit connections as suggested in the following table (you may submit a spreadsheet from your database that contains the information).

Year	Total # reported/ identified	Total # investigated	# that conveyed exempt discharges or NPDES permitted	# that conveyed illicit discharges that were terminated	# that were removed	# that resulted in enforcement action	# that resulted in <i>other</i> actions
01/02	0	0	0	0	0	0	0
02/03	1	1	0	0	0	1	1
03/04	0	0	0	0	0	0	0
04/05	0	0	0	0	0	0	0
05/06	0	0	0	0	0	0	0
06/07	0	0	0	0	0	0	0
07/08	1	1	0	0	1	0	1
08/09	0	0	0	0	0	0	0

11. Explain any *other* actions that occurred in the last year.

12. What is the average time it takes your agency to initiate an illicit connection investigation after it is reported?

24
Hours

- a) Were all identified connections terminated within 180 days? Yes ☒ No ☐
- b) If not, explain why. Resident received permit from county to make connection. Is connection permitted?

N/A. No Illicit Connection (ICs) were detected, reported, or found during the reporting period.

Los Angeles County Municipal Storm Water Permit (Order 01-182)**Individual Annual Report Form****Attachment U-4**

13. Provide the reporting data for illicit discharges as suggested in the following table (you may submit a spreadsheet from you database that contains this information).

Year	Total # reported	Total # that were discontinued/ cleaned up voluntarily through enforcement and the source was identified	# that were cleaned up but the source could not be identified	# that resulted in no evidence of discharge	# that were determined to be conditionally exempt	# that were exempt or in compliance and the source identified	# that resulted in enforcement action
01/02	1	1	0	1	0	0	0
02/03	4	2	0	1	1	0	0
03/04	2	2	0	0	0	0	0
04/05	0	0	0	0	0	0	0
05/06	0	0	0	0	0	0	0
06/07	0	0	0	0	0	0	0
07/08	0	0	0	0	0	0	0
08/09	0	0	0	0	0	0	0

14. What is the average response time after an illicit discharge is reported?

1/2 Hour

a) Did any response times exceed 72 hours? Yes ☐ No ☒

b) If yes, explain why.

N/A. No Illicit Discharges (IDs) were detected, reported, or found during the reporting period.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

15. Describe the your agency's spill response procedures.

The City's procedures are to report spills to City staff during normal business hours, and to call the L.A. County Sheriff's Department at all other times. During non-business hours, the Sheriff is the 1st responder and calls in other support as needed. This may include the Los Angeles County Fire Department which provides spill response for all hazardous materials spills in the City. During normal business hours, City and HHCA staff also respond and use containment/diversion devices (e.g., sand bags) when such incident occurs until L.A. County Fire Department or the L.A. County Public Works personnel arrive at the scene. City staff conducts additional investigations and actions as necessary to identify sources and preclude future incidents.

16. What would you do differently to improve your agency's IC/ID Elimination Program?

The City plans to continue to further define and improve procedures to increase program effectiveness.

17. Attach a list of all permitted connections to your storm sewer system.

There are no permitted connections to the City's stormwater collection and conveyance system.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

V. Monitoring

Briefly describe any storm water monitoring activities that are not required by Order No. 01-182 that your municipality conducted, participated in, or received funding to conduct in the past fiscal year. These activities should correspond with the dollar amount you listed in Table 2.

The City is currently participating in a coordinated monitoring study of the Malibu Creek Watershed for bacterial contaminants. The City is also participating in the Los Angeles River Watershed Management Committee/ LA River Metals TMDL Technical Advisory Committee. Additionally, the City has attended and participated in the Los Angeles River CREST group examining bacterial contaminants in the Los Angeles River.

VI. Assessment of Program Effectiveness

- A. Attach a summary of the effectiveness of your storm water management program. This summary should include, at a minimum, the following:
1. An assessment of your agency's compliance with permit requirements, based on your responses to the questions in this form;
 2. Descriptions of any evaluation methods that your agency uses to determine the effectiveness of your storm water management program;
 3. A summary of the strengths and weaknesses of your agency's storm water management program;
 4. A list of specific program highlights and accomplishments;
 5. A description of water quality improvements or degradation in your watershed over the past fiscal year;
 6. Interagency coordination between cities to improve the storm water management program;
 7. Future plans to improve your agency's storm water management program; and
 8. Suggestions to improve the effectiveness of your program or the County model programs.
- B. On a scale of 1 to 10 (10 being full implementation of requirements by their deadlines), rate your municipality's level of compliance with Order No. 01-182.
- C. List any suggestions your agency has for improving program reporting and assessment.

See Attachment A.6. Assessment of Program Effectiveness.